

3-5576

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)  
 THRU : Comptroller *JA*  
 FROM : Chief, Organization and Methods Service

DATE: 17 December 1952

SUBJECT: Present Distribution and Use of Travel Order Form No. 33-27

1. In response to your request the attached chart shows the present distribution and use of Travel Order Form No. 33-27 for all types of Agency travel.

2. Foreign travel vouchered requires 10 copies which is the maximum needed under the present system. The minimum number of copies required are 6 for domestic travel unvouchered.

3. This form was originally ordered as a 12 part carbon insert form of which 2,455 are now in Agency stock. An outstanding order for 15,000 additional forms, or approximately 1 year's supply, was ordered on 3 November 1952 for delivery during January 1953. Approximately 200 forms are used per month for domestic travel unvouchered.


4. It is suggested that an Agency notice be published so that originating offices can in cases involving domestic travel unvouchered separate the form in two and use 1 set for 2 travel orders instead of one. All Travel Orders will continue to be submitted intact to the Central Processing Branch who will destroy excess copies to eliminate unnecessary files.



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 Chart

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# Office Memorandum • UNITED STATES GOVERNMENT

25X1 TO :

DATE:

FROM :

SUBJECT: Form 33-27, "Travel Order"

1. As requested by Mr. L. K. White in his memorandum dated 7 January 1953 further study was made of the distribution of the various copies of the twelve-part Travel Order, Form 33-27, now in use.

2. It was found that the current distribution varied slightly from that shown on the chart dated 17 December 1952. To illustrate:

a. The December 1952 report indicated that where foreign travel was involved the Transportation Division was scheduled to receive only one copy of the travel order. In March 1953 the Transportation Division requested an additional copy and was immediately set up to receive two. The second copy is not fully justified. However, no effort was made to stop the additional copy at this time because of pending changes in organizational set-up.

b. Although it was indicated in the December 1952 report that the Medical Detachment copy of the travel order had been discontinued, they were still on the distribution list. A check on the matter indicated that as long as a representative of the Medical Division is physically located within the Central Processing area there is no logical reason for having a personal copy of the travel order. Steps have been taken to rectify the situation.

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3. The early part of the current year [ ] came to an understanding with [ ] Fiscal Division that they could get along with two copies of the travel order. However, no steps were taken at the time to remedy the situation. This mission has now been corrected and in the future the Fiscal Division will receive two copies in place of three.

4. The Personnel Division (Overt), North Building, were set-up to receive one copy of all travel orders pertaining to travel chargeable to vouchered funds. It was agreed that the copy served no purpose and could be eliminated from the distribution list. Action was taken accordingly.

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5. It was found that both the Military Personnel Division and FI had formed the practice of arbitrarily pulling one copy for their own records when the travel orders were routed through them for approval. Military Personnel readily agreed to stop the practice and wait until normal distribution from Central Processing routed a copy back to them. FI, however, will not agree to cease pulling a copy. Maintaining that it is good practice and necessary for them to have on file all orders approved. They maintain that if they are directed to refrain from detaching a copy of the travel order they will be forced to take clerical time to make extracts of all orders. The average volume is about fifteen a day.

6. Due to a fluctuating condition it is recommended that the present twelve-part form be continued for the time being. Also, the current directive ( ) directing that the present twelve-part form be separated into two six-part sets when domestic unvouchered travel orders are written, be allowed to stand.

7. To summarize, the current check-up accomplished the following:

a. Eliminated

(1) Foreign Travel Orders (Vouchered)

- 1 Copy for the Fiscal Division
- 1 Copy for the Medical Division
- 1 Copy for the Personnel Division (Overt)

(2) Foreign Travel Orders (Unvouchered)

- 1 Copy for the Medical Division

(3) Domestic Travel Orders (Vouchered)

- 1 Copy for the Fiscal Division
- 1 Copy for the Personnel Division (Overt)

b. Coordinated and smoothed over several irregular matters pertaining to existing routine procedure in processing travel orders.

c. It is undoubtedly fully understood that by the elimination of the handling of any one piece of paper there is a corresponding saving in clerical time consumed and a saving in filing space required.



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